# Lit Co jobs

Journals: Journal Surf administrator; journal room – manage booking and return of journals and logging and filing of new journals (12 sets each year); promotion of journals, especially new journals; purchase of journal boxes; annual stocktake.

Lexia: administration, subscription, promotion, training of staff.

AVAILLL: administration, promotion, training of staff.

Literacy Tips: weekly tips as requested by staff.

Literacy@Freyberg wikispace: maintenance of current pages; inclusion of new relevant material.

PAT administration: T1 = Y10 only; T4 = Ys9&10.

Literacy Unit Standards: overall management and coordination across departments; dissemination of information to and training of staff across departments; act as facilitator and “attestor”; overview of literacy achievement of students following the LUS pathway; prepare and submit student work for national moderation.

Contribute to the school newsletters and magazine.

Make decisions re: implementation of Literacy policies.

Make recommendations to senior managers when requested.

Offer guidance regarding course selection to individual identified at risk students.

Direct teachers to the RTLB service where appropriate.

Provide and/or coordinate literacy PD for staff: attend external PD to up-skill and provide PD to pass-on up-to-date information and strategies; seek and organise PD from external providers.  
Literacy PD needs to be provided to the following groups in 2013: LPLG; teachers of junior support classes across curriculum areas – writing and reading strategies; small-group PD around areas identified in 2012SM survey.